

**Indiana SPF SIG
Training and Outreach Workgroup Meeting
August 21, 2007**

Attending: Eric Martin, Marcia French, Kim Manlove, Mary Lay, Dave Bozell, Tanya Smith, Jeanie Alter, April Schmid, Janice Lee, Rebecca Smith, Terry Jenkins, Lisa Hutcheson

Minutes –previous minutes (July 24) were approved

Contracting process – Marcia gave an update on the contracts. The following contracts are now activated:

Allen county	Geminus	Lake county	Green/Davies county
Marion county	IPRC (with amendments)	Tippecanoe county	Monroe county

Delaware, Vigo, Wayne, and Valparaiso counties are in the process of being sent to the state budget office or already there. There was some confusion with the St. Joseph county contract so that process is delayed – the correct contract was not sent so they will be sending the contract again.

Site visits – all site visits are now completed! Thanks to Marcia and Kim for spearheading and coordinating that process.

Marcia distributed the guidance document as well as the benchmarks document that has been given to all grantees. She also gave the group Allen county's work plan as well as the IPRC proposal for technical assistance for Allen county. There are also tools being developed on the three areas of priority (alcohol, cocaine, and meth). The alcohol example is already developed and will be distributed at the next meeting.

Tanya is working with Shelia N. to develop on SPF SIG power point presentation that can be used by SPF SIG staff, grantees, and community consultants. This power point will take many of the existing presentations and make them more cohesive and concise. There will be a presentation that is general and one that will be more specific and detailed. Tanya hopes to have this power point completed by the end of September.

September 24-25 training

Marcia distributed a tentative agenda for the training based on previous discussions. After reviewing the agenda and hearing concerns from Rebecca, Tanya and others the group agreed the agenda needed further clarification. These changes will ensure that all presenters are providing the same general message and direction that is expected of the grantees within their benchmarks and work plans. The following changes (in bold) were made to the agenda:

September 24 – in auditorium (Mary recommended that everyone sit in the front because the room is so large and the group will be relatively small. Note cards will be passed out or placed on the chairs so that questions can be submitted for day 2).

10:00 – 10:45	Overview – Marcia F. (this will be a general overview of what the training agenda will entail and an explanation of the discussion cards/ discussion for day 2)
10:45-11:30	Financials/Contracts and Special Conditions – Tom Turney/John Viernes (the group thought it was important that there be a brief review about what exactly is <i>required</i> as well as <i>recommended</i> in the contracts so there is no question)
11:30 – 11:45	break
11:45 – 12:30	Organizational/Workgroups – Rebecca S./Marcia F.
12:30 – 1:30	lunch (on your own)
1:30-2:00	team building – April S.
2:00 – 2:45	Logic models – Sheila Nesbitt/Jeanie A.
2:45 – 3:00	break
3:00 – 3:45	LEOW planning – Eric Wright/Harold Kooreman
3:45 – 4:30	Evaluation – Bob Levy
4:30 – 5:15	Stakeholder support – Kim M./Eric M. (moving this to day 1 will allow for a facilitated discussion on day 2)

September 25	Conference room A
9:00 – 10:15	facilitated discussion (from comment cards collected from day 1 – remove team building)
10:15 – 10:30	break
10:30 – 11:15	Training and Outreach – Paula Parker Sawyers/Janice L.
11:15 – 12:00	Cultural competence – Maggie Lewis
12:00 – 12:45	lunch (on your own)
12:45 – 1:00	move to GAC meeting
1:00	GAC meeting presentations

The group suggested incorporating the SPF SIG steps into the agenda – for example, when Rebecca and Marcia talk about organizing and developing workgroups, they will indicate how this process fits into the capacity building step. It was also suggested that any power point slides and/or handouts be colored coded to reflect the colors used with the SPF SIG grid.

Newsletter – Marcia reviewed the newsletter and thought it had been distributed but no one in the group reported having received it. After the meeting, Kim checked email and stated the newsletter had just been sent out so it should now be available via email for everyone on the list.

**Next meeting: September 4th
8:30 a.m. room 3 west**

Submitted by: Lisa Hutcheson

